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| **Teacher(s):** | Bradley, Cunningham, Spates | **Subject:** | Principles of Information Technology | **Week of:** | February 16, 2015 – February 20, 2015 |

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| **DAY** | **TEKS OBJECTIVES** | **LESSON OBJECTIVES** | **ACTIVITIES** |
| **MON** | * Identify appropriate use of application software
* Identify proper use of system management tools
* Identify and understand the functions of a portfolios
* Improve the touch-system skill using the keyboard to input data.
* Solve problems and think critically
 | * Student will learn how to start Excel
* Students will become familiar with Excel Window
* Students will learn how the Excel Interface works
* Students will how to Navigate through the Worksheet
* Students will learn to switch between Worksheets
* Students will learn how to exit Excel
 | **Do Now (10) – Type Racer, Lesson #1 (**[**www.typeracer.com**](http://www.typeracer.com)**) or any 5’ Timed Writings 11 - 15****Direct Instruction (30 ) –** Student Centered Group presentation over Lesson 1, Excel, pp. 191 thru 18**Guided Activity (20) – On Your Own Exercise, Excel, p. 198****Independent Practice/Check for Understanding (20) –**Word Wall, EverFi Modules, Tri-Fold Brochure, Unbound one page Manuscript, Four Tables, **On Your Own Exercise, Excel, p. 198,** Nine on-line EverFi modules, End-of-year class project – Personal Portfolio, **Re-teach/Wrap-up/Homework (10) –** Exit Ticket, Think-Pair and Share with shoulder partner - Checking for Understanding over UnBound Manuscripts, Tri-fold brochure, Excel |
| **TUES** | * Identify appropriate use of application software
* Identify proper use of system management tools
* Identify and understand the functions of a portfolios
* Improve the touch-system skill using the keyboard to input data.
* Solve problems and think critically
 | * Student will learn how to start Excel
* Students will become familiar with Excel Window
* Students will learn how the Excel Interface works
* Students will how to Navigate through the Worksheet
* Students will learn to switch between Worksheets
* Students will learn how to exit Excel
 | **Do Now (10) – Type Racer, Lesson #1 (**[**www.typeracer.com**](http://www.typeracer.com)**) or any 5’ Timed Writings 11 - 15****Direct Instruction (30 ) –** Student Centered Group presentation over Lesson 1, Excel, pp. 191 thru 18**Guided Activity (20) – On Your Own Exercise, Excel, p. 198****Independent Practice/Check for Understanding (20) –**Word Wall, EverFi Modules, Tri-Fold Brochure, Unbound one page Manuscript, Four Tables, **On Your Own Exercise, Excel, p. 198,** Nine on-line EverFi modules, End-of-year class project – Personal Portfolio, **Re-teach/Wrap-up/Homework (10) –** Exit Ticket, Think-Pair and Share with shoulder partner - Checking for Understanding over UnBound Manuscripts, Tri-fold brochure, Excel |
| **WEDNES** | * Identify appropriate use of application software
* Identify proper use of system management tools
* Identify and understand the functions of a portfolios
* Improve the touch-system skill using the keyboard to input data.
* Solve problems and think critically
 | * Student will review the correct method to create a Tri-fold business or personal brochure
* Students will key and format Unbound Manuscripts
* Students will continue working on a Graphic Word Wall, a Bi-fold St. Patrick Day Card
* Students will continue solving Lesson 1, Excel, On Your Own Exercise
 | **Do Now (10) – Type Racer, Lesson #1 (**[**www.typeracer.com**](http://www.typeracer.com)**) or any 5’ Timed Writings 11 - 15****Direct Instruction (30 ) –** Student Centered Group presentation over Lesson 1, Excel, pp. 191 thru 18**Guided Activity (20) – On Your Own Exercise, Excel, p. 198****Independent Practice/Check for Understanding (20) –**Word Wall, EverFi Modules, Tri-Fold Brochure, Unbound one page Manuscript, Four Tables, **On Your Own Exercise, Excel, p. 198,** Nine on-line EverFi modules, End-of-year class project – Personal Portfolio, **Re-teach/Wrap-up/Homework (10) –** Exit Ticket, Think-Pair and Share with shoulder partner - Checking for Understanding over UnBound Manuscripts, Tri-fold brochure, Excel |
| **THURS** | * Identify appropriate use of application software
* Identify proper use of system management tools
* Identify and understand the functions of a portfolios
* Improve the touch-system skill using the keyboard to input data.
* Solve problems and think critically
 | * Student will continue creating a Tri-fold business or personal brochure
* Students will continue keying Unbound Manuscripts

and Exercise 1, On Your Own, Excel* Students will continue creating a Graphic Word Wall, and a Bi-fold St. Patrick Day Card
* Students will continue solving Lesson 1, Excel, On Your Own Exercise
 | **Do Now (10) – Type Racer, Lesson #1 (**[**www.typeracer.com**](http://www.typeracer.com)**) or any 5’ Timed Writings 11 - 15****Direct Instruction (30 ) –** Student Centered Group presentation over Lesson 1, Excel, pp. 191 thru 18**Guided Activity (20) – On Your Own Exercise, Excel, p. 198****Independent Practice/Check for Understanding (20) –**Word Wall, EverFi Modules, Tri-Fold Brochure, Unbound one page Manuscript, Four Tables, **On Your Own Exercise, Excel, p. 198,** Nine on-line EverFi modules, End-of-year class project – Personal Portfolio, **Re-teach/Wrap-up/Homework (10) –** Exit Ticket, Think-Pair and Share with shoulder partner - Checking for Understanding over UnBound Manuscripts, Tri-fold brochure, Excel |
| **FRI** | * Identify appropriate use of application software
* Identify proper use of system management tools
* Identify and understand the functions of a portfolios
* Improve the touch-system skill using the keyboard to input data.
* Solve problems and think critically
 | * Students will continue working o:
1. Graphic Word Wall. 5th 6 weeks
2. Nine on-line EverFi modules
3. Tri-fold business or personal brochure
4. Two Unbound Manuscripts
5. Bi-fold St. Patrick Day Card

Successfully pass Kahoot.it, Quiz #14 over Excel and Manuscripts  | **Do Now (10) – Type Racer, Lesson #1 (**[**www.typeracer.com**](http://www.typeracer.com)**) or any 5’ Timed Writings 11 - 15****Direct Instruction (30 ) –** Student Centered Group presentation over Lesson 1, Excel, pp. 191 thru 18**Guided Activity (20) – On Your Own Exercise, Excel, p. 198****Independent Practice/Check for Understanding (20) –**Word Wall, EverFi Modules, Tri-Fold Brochure, Unbound one page Manuscript, Four Tables, **On Your Own Exercise, Excel, p. 198,** Nine on-line EverFi modules, End-of-year class project – Personal Portfolio, **Re-teach/Wrap-up/Homework (10) –** Exit Ticket, Think-Pair and Share with shoulder partner - Checking for Understanding over UnBound Manuscripts, Tri-fold brochure, Excel |

**Strategies:** Hands On, Peer Tutoring, Student Centered Group work, Exit Ticket, Think-Pair-Share, Kahoot.it --Checking for Understanding, **Resources:** Class handouts, Textbook, Internet Explorer, Instructor, Shoulder Partner, **Vocabulary:** Excel Window, Excel worksheet, Workbook, Excel Cells, Excel columns, Excel rows, Cell Reference, Drawing tool, alignments, Title, subtitle, column heads, columns, table body, margins, line spacing, print, print preview, indent, spell/grammar check, copy, cut, paste, Unbound, Left Bound and Top Bound Manuscripts, Main headings, Sub headings, Side headings and paragraph headings, Fonts, Title page, Table of Content page, leaders, page dividers, Dedication page, Acknowledgment page, Conclusion page, Manila folder, Divider line, et al.